

**SAMPLE Generalist Spouse/Partner Orientation Agenda\***

**Agenda items are subject to change**

**DAY ONE – May 14, 2009**

**room E-2118**

- 8:00 – 8:30**      **Welcome Coffee for Generalist Spouses/Partners**  
**Transition Center, E Building, of the [Foreign Service Institute](#)**
- 8:30- 11:30**      **Transition Center briefing E-2118**  
**Archena Dheer, Training Division**  
**Kate Goggin, Overseas Briefing Center**
- 1:15- 3:00**      **Family Liaison Office briefing on FLO programs, spousal employment,**  
**children’s education and naturalization**
- 3:00 – 7:00 pm**      **OBC open for participants to research prospective posts**

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**DAY TWO – May 15, 2009**

**room E-2118**

- 9:00 – 10:30 am**      **Career Development and Assignment staff explain the bidding process**
- 10:45 -12:15**      **Office of MED staff explain the medical clearance process and services**
- 12:15-1:00**      **Office of Overseas Schools hosts Brown Bag lunch on education issues**
- 1:30- 2:30**      **Spouses from previous classes discuss bidding strategies, their experiences**  
**and lessons learned.**

**NOTE:**

**Overseas Briefing Center Hours of Operation during Orientation:**

**9:00 to 1:00 pm on Saturday, May 16<sup>th</sup> (see below)**

**Admission to FSI**

For the Spouse/Partner Orientation day, spouses/partners will accompany the employees to the main entrance and present photo I.D. to security. That I.D. will be cross-referenced with names on the Visitor List. *Your name will already be on this list* if you have confirmed your attendance at the spouse/partner orientation.

In subsequent visits to FSI, contact the Transition Center at 703-302-7276, to be added to the daily visitor’s list. This includes visits after 5 p.m. or on Saturdays. Photo I.D. will be necessary for each visit.